



# Skipton Town Council

## **Minutes of the Management and Staffing Committee Meeting of Skipton Town Council held in the Town Council Chamber Thursday 18<sup>th</sup> April 2024 at 5.30pm**

### **Those Present.**

Chairman: Councillor B McDaid (Chairman)  
Councillor P Madeley, Councillor S Bentley, Councillor W Feather, Councillor  
S Morton, Councillor K McIntyre & Councillor A Higgins.

Officers: Mrs L Close (Chief Officer)

### **2324/039 ITEM 1 – Chairman Remarks**

Councillor B McDaid welcomed everyone to the meeting.

### **2324/040 ITEM 2 - To accept apologies for absence.**

Councillor R Judge was absent.

### **2324/041 ITEM 3 – Disclosures of Interest**

None declared.

### **2324/042 ITEM 4 – Dispensations Requests**

None received.

### **2324/043 ITEM 5 – Representations from the Public**

No public were present.

### **2324/044 ITEM 6 – The Exclusion of the press and public**

No press or public present.

### **2324/045 ITEM 7 – Minutes**

Proposed by Councillor P Madeley, seconded by Councillor K McIntyre and  
unanimously **resolved** that the minutes held from the meeting held on 13<sup>th</sup>  
February 2024 were a true and accurate record.

### **2324/046 ITEM 8 - General Staffing update**

The Chief Officer gave an update of staff. Discussions were held regarding  
staff wellbeing and the current office situation. It was confirmed that the staff  
were finding the conditions challenging. The Chief officer confirmed that she  
had sought alternative accommodation and was ready to sign the lease for the  
space. North Yorkshire Council properties department had failed to respond to  
email requests and contact from the Town Council solicitor since the  
agreement in principle of suspending rent on the existing space, meaning  
there was a risk of financial loss to the council. Councillor McDaid said he  
would contact North Yorkshire Council regarding this matter. Discussions were  
held regarding staff wellbeing and the office situation.

The furniture in the Chamber was discussed by Councillor Bentley and she  
advised that the assets belong to the people of Skipton and should be kept  
that way. The Chief Officer confirmed that the mouse man furniture was on  
North Yorkshire Council asset register.

- 2324/047**     **ITEM 9 – Event Team update**  
A verbal update was given for the Event team. Both members have made huge improvements and are working well together. The situation continues to be monitored.
- 2324/048**     **ITEM 10 – Market Officer recruitment**  
An update was given on the recruitment of a new market officer. Applications close on Friday 26<sup>th</sup> April and the Chief Officer would be in touch with the Chairman to organise the selection process.
- 2324/049**     **ITEM 11 – Maternity and Paternity Policy**  
Proposed by Councillor A Higgins, seconded by Councillor S Morton and **resolved** that subject to any changes Councillor McDaid will advise of, the policy is adopted. *unanimous*
- 2324/050**     **ITEM 12 – Team Building Event**  
Discussions were held regarding the team building event idea and some suggestions were given to what could be booked. It was confirmed that a day with a team ethos and workshops involving small groups followed by a curry seemed to be the preferred option. The Chief Officer would bring some costings and ideas to the next meeting.
- 2324/051**     **ITEM 13 – Notification of Business for a Future Agenda.**  
None were raised.

With no further business to be transacted the meeting was closed at 18.03pm

Next meeting date to be confirmed.